

COOPERATIVE EXTENSION SERVICE WORK
IN
AGRICULTURE AND HOME ECONOMICS

U. S. DEPARTMENT OF AGRICULTURE &
VIRGINIA POLYTECHNIC INSTITUTE
COOPERATING

EXTENSION SERVICE
LOCAL FARM AND HOME
DEMONSTRATION WORK

PLAN OF WORK
1962-63

COUNTY

Richmond

NAME Lawrence E. Wynn

Local Farm Agent

NAME _____

Local Home Agent

NAME _____

Asst. Local Farm or Home Agent

DATE MAILED February 27,

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: FOUR - H AND OTHER EXTENSION YOUTH PROGRAMS

PHASE: Horticulture - Sweet Potato Production, Fiscal Year: 1962-63

The Situation:

Sweet potatoes are not grown as a cash crop in the county, however, the soil is suited for sweet potatoes. We find that there is a demand for a good quality sweet potato. This offering a source of income, we are making an effort to create an interest in sweet potatoes.

The Specific Problem:

Low income on small farms.

The Program Objective:

To teach 4-H Club members to produce a good quality of sweet potatoes.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. To teach 4-H Club members the rewards of putting forth their best efforts.	"Descriptions of and Key to American Potato Varieties" 1951 Cir. 741	1. Organize subject-matter	March	Agent
	Storage of Sweet Potatoes, 1958 Fi 1442	2. Involve Horticulture Committee to help plan and execute the program.	March	Agent
2. Acquire knowledge, skills and attitudes for producing a good quality sweet potato.	Sweet Potato Diseases, 1959 Fi 1059	3. Take soil samples.	March	Agent & Member
	"Consumption Trends and Patterns for Vegetables, Potatoes, Sweet Potatoes and Dry Beans and Peas, 1961 AH 215	4. Visit members and give information for carrying on project.	April	Agent
3. To teach him to enjoy a useful work experience, together with the responsibility and satisfaction of personal accomplishment.	Sweet Potatoes, Circular 654	5. Hold meetings with members.	April	Agent
		6. Assist them in getting the proper variety.	March	Agent
		7. Supervise cultural practice.	July	Agent & Comm.
		8. Assist members in proper curing and storage.	Oct.	Agent & Comm.
		9. Telephone calls		Agent
		10. Circular letters		
		11. Bulletins		
		12. Radio		
		13. Meetings at Result Demonstration		
		14. Method Demonstration		

EVALUATION:

1. Determine through formal or informal methods:
 - a. Number of Horticulture committeemen attending meetings.
 - b. Number of members completing
 - c. The quality of potatoes produced, prizes won.

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: AGRICULTURAL PRODUCTION, MANAGEMENT AND
NATURAL RESOURCE DEVELOPMENT

PHASE: Agronomy - Corn Production, Fiscal Year: 1962-63

The Situation:

Corn grain is an important feed crop and needed to expand livestock production. The average yield in Richmond County is 51 bushels per acre. It is estimated that 25 per cent of the 6,902 acres of corn in the county are grown in soils not best suited for corn. Also many farmers are not following the best production practices.

The Specific Problem:

Low corn yield on most farms in the county.

The Program Objective:

To raise the yield of corn for grain and thereby produce economical feed for livestock or cash grain.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. Assist producers of corn for grain to become familiar with & understand the recommended corn production practices.	State Agronomy Staff	1. Organize subject-matter material	Dec.	Agent with Specialist
	V.P.I. Circular 541 "100 Bushels Corn Per Acre"	2. Involve Agronomy Committees to help plan and execute a county corn program.	Jan.	Agent
	V.P.I. Bulletin 97	3. With committees, make plans for demonstrations, meetings, publicity and other activities.	Jan.	Agent & Agronomy Comm.
		4. Select demonstrators for complete production demonstrations and train demonstrators.	Feb.	Agent & Demonstrator
		5. Submit soil samples from demonstration areas.	Feb. & March	Agent
		6. Make plans for and hold community meetings on corn productions.	Feb.	Agent
		7. Send corn production recommendations to farmers.	Feb. & March	Agent
		8. Make final plans with demonstrators.	April	Agent
		9. Give publicity to locations, names of demonstrations and purpose of demonstrations.	May	Demonstrator
		10. Erect signs for demonstrations.	June	Agent & Agronomy Comm.
		11. Visit demonstrations and plan community field meetings at them.	July, Aug	Agent
		12. Hold community meetings at demonstrations.	Sept.	Agent & Dem.
		13. Complete write up on each demonstration.	Oct.	Agent & Comm
2. Acquire necessary skills in applying these practices.	A Handbook of Agronomy	14. Analyze results and plan for their use.		
	V.P.I. Mimeo-Agronomy "Procedure in Estimating Corn Yields"			
	V.P.I. Leaflet 84 "So You Want to Have Your Soil Tested"			
	V.P.I. Extension Form 48			
	Soil Record Sheet			

EVALUATION:

1. Determine through formal or informal methods:
 - a. Percent of Agronomy Committeemen attending meetings and participating in activities.
 - b. Number of demonstrations planned; number completed.
2. With the assistance of the Agronomy Committeemen through personal contacts and/or questionnaire, determine the number of farmers in the community that visited demonstrations and how much understanding they gained from the practices followed.

A MAJOR EMPHASIS - ORGANIZATIONAL PLAN

PROJECT AREA: 4-H AND OTHER YOUTH PROGRAMS
PHASE: 4-H Adult Leaders Association, Fiscal Year: 1962-63

The Situation:

In Richmond County there are 9 4-H Clubs with an enrollment of 285 members carrying 337 projects. We realize that it is very important to have leadership for these members, in order to get the proper action.

The Specific Problem:

Lack of the proper leadership.

The Program Objective:

To develop a better 4-H Club program in the county through adult leadership development.

ORGANIZATIONAL OBJECTIVES	SOURCE OF ASSISTANCE	METHODS	WHEN	BY WHOM
1. To stimulate interest on the part of the local leaders in Richmond Co.	State 4-H Staff District Agents Adult Leaders	1. Survey to determine interest.	July	Leaders who
2. To solicit the support and encouragement of those local leaders that are active in the State Leaders Association	Bulletin 270 Leader Handbook (Improving 4-H Clubs, Organization of 4-H Clubs Work) Pub. 320	2. Discuss. organization with key leaders through personal contact.	Aug.	attended Conference
3. To preplan for first meeting to assure attendance, well org. agenda.		3. Hold county wide organizational meeting.	Sept.	Agent
4. To continue to work with leaders organization.		4. By visiting parents and giving information on 4-H Club work	July to Sept.	Agent Agent
		5. Telephone Calls		
		6. Personal Letters		
		7. Home Visits		
		8. Conference and discussion meetings		Agent
		9. Bulletins		

EVALUATION:

1. Number and percent of leaders who attended organizational meeting.
2. Questions're to determine if orientation needs were met.

A MAJOR EMPHASIS - EDUCATIONAL PLAN

PROJECT AREA: AGRICULTURE PRODUCTION MANAGEMENT AND RESOURCE DEVELOPMENT

PHASE: Livestock - Poultry Egg Production

The Situation:

In Richmond County we have a number of farms with laying hens and they do not realize some income for the sale of eggs. However, there has been a decrease in the number of farms selling eggs. The board feels the income could be increased on the small farms and thus increase the source of income.

The Specific Problem:

Low income on small farms.

The Program Objective:

To supplement the income of the small farmer.

TEACHING OBJECTIVES	SOURCE OF SUBJECT MATTER	METHODS	WHEN	BY WHOM
1. Impress upon him the importance of selecting breed and variety.	Bulletin 51, "Poultry Production"	1. Involve Livestock Committee to help plan and execute the poultry program.	July	Agent
2. Show him the importance of the proper housing & equipment.	Bulletin 488, "Marketing Poultry Meat"	2. With committeemen plan for demonstrations, meetings and activities.	July	Agent & Comm
3. Assist him on the proper sanitation.	Bulletin 263, "Teach Poultry Through Demonstration"	3. Visit demonstrators and follow up with instructions.	Jul, Aug. & Sept.	Agent & Comm
4. The importance of keeping records.	Egg Grading Manual, 1961 AH 75 Egg Prices and the Factors That Influence Them, 1960 MB. 5	4. Send poultry tips.	June	Agent
5. Through demonstrations	Grading and Inspection of Eggs And Egg Products, 1961 A.B. 159	5. Information on breeding flock. 6. The proper use of light 7. Make plans and hold community meetings. 8. Farm and home visits 9. Telephone calls 10. Bulletins and leaflets 11. Radio 12. Circular Letters	July Aug. Sept.	Agent Agent Agent

EVALUATION:

1. The number of committeemen attending meetings and other activities.
2. The number of members using the approved methods in managing their flock.
3. The number of members who keep accurate records.

1962

ANNUAL STATISTICAL REPORT

OF

COUNTY EXTENSION WORKERS

January 1, 1962 - December 31, 1962

County Richmond

Submitted By:

Lawrence C. Wilson
Name

Local Farm Agent
Title

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approved By:

Date

State Extension Director

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U. S. Department of Agriculture. W. H. Daughtrey, Director of Extension Service, Virginia Polytechnic Institute, Blacksburg, Virginia.

SUMMARY OF EXTENSION TEACHING METHODS AND OTHER ACTIVITIES

Include all activities carried on this year that are related to Extension work.

Teaching Method or Activity	Work Done By --					
	Home Agents A	Youth Agents B	Agricultural Agents C	County Total D	State Staff E	Grand Total F
1. Farm, home, firm and other out-of-office visits...			433	433		
2. Office calls			200	200		
3. Telephone calls (received or made)			311	311		
4. Newspaper articles or stories:						
a. Prepared and released directly to newspapers or magazines			2	2		
b. Prepared by State office and released through County Extension offices			14	14		XXXXX
5. Broadcasts made:						
a. Radio			13	13		
b. Television						
6. Publications distributed directly to the public ..			300	300		
7. Circular or commodity letters written			8	8		
8. Training meetings held for local leaders:						
a. Adult work (1) Number						
(2) Attendance						
b. Youth work (1) Number			40	40		
(2) Attendance			1346	1346		
9. Other meetings at which agents or specialists presented educational information:						
a. Adult work (1) Number			8	8		
(2) Attendance			128	128		
b. Youth work (1) Number						
(2) Attendance						
10. Meetings held by local leaders:						
a. Adult work (1) Number			10	10		
(2) Attendance			328	328		
b. Youth work (1) Number						
(2) Attendance						
			3141	3141		

PROGRAM EMPHASIS

Item	Days Devoted By:	
	County Staffs	State Staff
	A	B
11. Planning and management of the farm business	15	
12. Field Crops (production and farm marketing)	58	
13. Soil management	27	
14. Horticulture (production and farm marketing)	30	
15. Forestry (production and farm marketing)		
16. Soil and water conservation	31	
17. Plant pathology		
18. Entomology		
19. Chemical residues		
20. Dairy (production and farm marketing)		
21. Poultry (production and farm marketing)	5	
22. Livestock production and farm marketing)	11	
23. Animal and Poultry health	10	
24. Marketing and utilization		
25. Agricultural engineering		
26. Dwellings and equipment		
27. Home grounds improvement	8	
28. Planning and management in the home		
29. Family economics		
30. Home furnishings		
31. Clothing selection and care		
32. Clothing construction		
33. Food preparation and selection		
34. Food preservation		
35. Nutrition	19	
36. Child development, human relations	7	
37. Health	20	
38. Safety	20	
39. Recreation	4	
40. Outlook	14	
41. Community development and resource adjustment		
42. Public affairs	3	
43. Leadership development	3	
44. Extension organization and program planning	3	
45. Supervision	XXXXX	
46. Inservice training received	5	
47. Discontinued		
48. Miscellaneous (cannot be charged to above items)		
49. Total days worked (items 11-48)	297	
Of total days reported in item 49, how many were devoted to --		
50. Adult work	195	
51. YMW work		
52. 4-H Club work	102	

VOLUNTARY LOCAL LEADERS

53. Number of different adult voluntary local leaders assisting in the conduct of county Extension work.

Item	Men	Women
	A	B
a. In adult agricultural work	11	15
b. In adult home demonstration work		
c. In young men and women's work		
d. In 4-H Club work:		
(1) Organizational leaders	4	5
(2) Project or subject-matter leaders	1	1
(3) Other adult club leaders		
e. Total DIFFERENT adult leaders	16	21

HOME ECONOMICS EXTENSION WORK

54. Organized clubs or other groups regularly carrying on adult home economics Extension work:

- a. Number of groups
- b. Number of members

55. Special audience and specific interest groups organized by Extension and worked with in home economics Extension work:

- a. Number of such groups worked with
- b. Attendance at meetings held with these groups

WORK WITH YOUNG MEN AND WOMEN (YMW)

YMW Work is designed to reach young folks 18-30 years of age through special programs geared to meet the needs of this age group.

56. Extension sponsored groups of young men and women (YMW):

- a. Number of groups worked with
- b. Number in such groups

57. Number of other young men and women worked with through YMW programs (Jointly sponsored groups, non-extension groups and individuals not in groups)

WORK WITH OTHER YOUTH

58. Number of youth (of 4-H Club age) worked with in addition to 4-H Club members

4-H CLUB WORK

59. Number of 4-H Clubs	<u>9</u>	62. 4-H Club members by years in Club work:	
60. Different 4-H Club Members Enrolled:		a. 1st year	<u>48</u>
a. Boys	<u>137</u>	b. 2nd year	<u>63</u>
b. Girls	<u>148</u>	c. 3rd year	<u>57</u>
c. Total	<u>285</u>	d. 4th year	<u>48</u>
61. 4-H Club members enrolled by place of residence:		e. 5th year	<u>21</u>
a. Farm	<u>72</u>	f. 6th year and over	<u>41</u>
b. Rural nonfarm	<u>213</u>	63. 4-H Club members by age groups:	
c. Urban	<u>0</u>	a. 12 years and under ...	<u>195</u>
		b. 13-15 years inclusive.	<u>70</u>
		c. 16-20 years inclusive.	<u>20</u>

64. 4-H Enrollment in projects and activities

(A member may be enrolled in more than one project or activity under each of the following groupings and should be counted each time.)

a. Agronomy (crops and soils)	<u>5</u>
b. Horticulture (fruits, vegetables, landscaping)	<u>33</u>
c. Entomology and plant pathology	<u>25</u>
d. Conservation (soil, water, forest, wildlife)	<u>9</u>
e. Poultry	<u>6</u>
f. Dairy	<u>21</u>
g. Beef	<u>2</u>
h. Swine	<u>4</u>
i. Other livestock	<u>117</u>
j. Engineering (include electricity, tractor, automotive)	<u>127</u>
k. Management on the farm	
l. Marketing and business	
m. Management in the home	
n. Clothing	<u>2</u>
o. Food and nutrition	
p. Home improvement and furnishings	
q. Family life education	
r. Personal development (public speaking careers, grooming)	<u>4</u>
s. Health	<u>117</u>
t. Safety	<u>127</u>
u. Recreation (include crafts)	
v. Community and public affairs	
w. Total enrollment in projects and activities	<u>349</u> ✓

65. Junior 4-H Club leaders:

a. Older club boys	<u>1</u>
b. Older club girls	<u>1</u>

COOPERATION WITH OTHER PUBLIC AGENCIES

Public Agencies Worked With	Days Devoted By:	
	County Staffs	State Staff
	A	B
FEDERAL AGENCIES		
66. Agricultural Research Service	5	
67. Agricultural Stabilization and Conservation Service		
68. Bureau of Indian Affairs		
69. Bureau of Land Management; Bureau of Reclamation		
70. Department of Commerce (Area Redevelopment)		
71. Farm Credit Administration		
72. Farmers Home Administration		
73. Fish and Wildlife Service		
74. Forest Service		
75. Rural Electrification Administration		
76. Selective Service		
77. Social Security Administration; Internal Revenue Service ..		
78. Soil Conservation Service		
79. Valley Authorities (TVA, etc.)		
STATE AGENCIES		
80. Civil Defense	9	
81. Health Department		
82. Highway Department		
83. State Departments of Agriculture and Forestry		
84. State Department of Education (schools in general)		
85. State Employment Service		
86. Welfare Department		
COUNTY AGENCIES		
87. Soil Conservation districts		
88. Vocational-agricultural and home economics departments ...		

INTERPRETATION OF 1962 STATISTICAL REPORT

Columns

A, B, C Agents who devote more than one-half of their time to a line of work should report ALL of their work in the appropriate column.

Consumer marketing agents employed with A.M.A. funds are to report in column C. Consumer marketing agents not paid from A.M.A. funds will report in column C if their work is oriented to marketing efficiency or in column A if their work is oriented to family satisfaction.

Area Extension agents will report in their respective county column, A, B, or C, or the State staff column E, depending upon whether they get their direction and supervision from the district supervisor or from the State specialist who serves as project leader.

A, B, C, D When two or more agents engaged in the same line of work participate in the same Extension activity it should be reported only once in their respective column and only once in the county total.

When agents, engaged in different lines of work, participate in the same Extension activity, the information is reported once in each of their respective columns and only once in the county total (column D).

E Administrative, supervisory, and subject matter staff members will report their activities in this column as follows:

County activities: When in a county most activities participated in by the State staff will have been arranged for and be reported by the county staff. Only those activities a State staff member initiates and participates in without county staff assistance are to be reported by the State workers.

Multi-County Activities: State staff will report State-wide, regional, and/or district activities they are responsible for holding, which in the normal course of events would not be reported by the county staff.

Headquarter Activities: State staff will report only activities in which program information is given to or received from Extension clientele such as representatives of breed associations, marketing organizations, industrial concerns, magazines, papers, radio and TV stations, public and private organizations and agencies, individual farmers, homemakers, leaders and others with whom the State staff may work directly. Item 4-b is an exception.

When two or more members of the State staff participate in the same activity the person having primary responsibility for the activity should report it. When of equal responsibility they should decide which one will report. The others may show it in parentheses () on their monthly report, thus indicating their participation, but it is not to be included in columns E and F.

Telephone calls, office visits, conferences, meetings, etc. with other Extension, research and teaching personnel on the campus, and of a personal nature are not to be reported.

Information Specialists: Time spent by information specialists to help subject matter specialists and county workers should be charged to that phase of subject matter.

Trainers: Trainers in subject matter per se report time under appropriate subject matter headings. The Extension Forester holds a training session for County Agents. The Forester reports time spent in preparing and in giving the training under item 15. The County Agent reports under item 46. Trainers in other than subject matter will report their time under item 47.

Item

1. A single visit to both the farm and home is not to be counted as two visits.
2. An office call is a visit in person by an individual or a group in which information is given or received.
3. Telephone calls may be either incoming or outgoing.
- 4a. Each news release is to be reported as one story or article. An Extension column is to be counted as one item, even though several subjects are covered. The same release sent to several papers is to be reported only once. Information given directly to reporters or writers as the basis for a story is also reported. Items relating to notice of meeting only and news items prepared by local leaders should not be reported.
- 4b. Include here news releases prepared in State office and localized in county. The same release localized and used in 18 counties would be reported once in column E and once in each of the 18 counties by the agent using it. Column F is not to be filled in.
5. A broadcast is a single presentation on the air. It may be given in person or by transcription. An Extension worker, does not have to appear on the program so long as he is responsible for its preparation. Information given to station announcers or writers and used as the basis for a broadcast is also to be reported.
6. Report number of bulletins, circulars, leaflets, and other materials related to subject matter and organization aspects of Extension work. Include such materials prepared in the county office as well as those of State and Federal origin. Commercial publications are not to be counted unless they are recommended by the State Office. See item 7.
7. Circular or commodity letters are usually prepared for one item distribution in contrast to subject matter material prepared for general distribution over a period of time which is reported in item 6. Report number of different letters written and not copies distributed. A mimeographed letter announcing a meeting would be reported as one letter.

8. At leader training meetings, project leaders, local leaders, or committeemen are trained to carry on Extension activities. See item 53.
- 8b. Includes work done through the formally organized 4-H Club program, young men and women's work (YMW) and work with other youth.
9. Includes general educational meetings, method-demonstration meetings, meetings held at result demonstrations, community-organized meetings, tours, achievement days, encampments, and all other meetings (except those for the training of local leaders) that you were responsible for holding. Also, includes meetings that you did not arrange, but attended and actively participated in for the specific purpose of advancing the Extension program. Do not include meetings held by local leaders that you attended for observation or public relations purposes only. Such meetings should be reported under item 10. Do not report county, district, or state conferences of Extension personnel.

In reporting attendance at a meeting count the total number of different persons.

- 9b. In addition to the 4-H Club and YMW meetings you held or participated in, similar Extension meetings for boys and girls who are not enrolled in 4-H Club work should be included.
10. Only those local-leader-held meetings that are a part of the Extension program are to be reported. In most situations State personnel will have nothing to report in column E.

Page 2 - Time should be reported to the nearest whole day.

11. Includes the farm management aspects of any Farm and Home Development work done.
12. Includes the production and farm marketing work done with all crops except those classified as horticulture. Also, includes all weed control work.
14. Includes the production and farm marketing of vegetables, fruits, nuts, and ornamentals.
15. Include all forest and forest product production and farm marketing work such as planting, timber stand improvement, timber harvesting, estimating and appraising, treating of wood products with preservatives, fire prevention, and production of maple-syrup products or naval stores work done with producers. All work done with buyers, mills and the industry should be reported under item 24.
16. Soil and water conservation means a program promoting primarily conservation practices.
19. Report time spent working with people on the specific matter of chemical residues on crops, livestock as it may affect the product, and in the home. It is recognized that much work in this field will be done in connection with the production and marketing aspects and probably be reported there. Item 19 is an attempt to pull out and report separately chemical residue work whenever possible.

- 20-22 Includes both the production and farm marketing aspects. Item 22 includes beef cattle, swine, sheep, goats and horses.
24. Include here all marketing work done with buyers, sellers, handlers, processors, and transporters of crops, livestock and livestock products, as well as forest products. This is the marketing work done after the crop, livestock, livestock product and forest product has left the control of the producer.
25. Includes water management for irrigation and drainage; farm structures and equipment; field power and equipment; vehicles and roads; farm power, heat, light, water supply and sanitation as related to the production and marketing aspects of the farm business.
26. Includes planning new or remodeled dwelling construction, home utilities, equipment, and related maintenance.
27. Includes landscape planning, planting and maintenance of the home surroundings.
28. Also includes the home management aspects of any Farm and Home Development Work.
40. Includes all general agricultural and rural family outlook work. Specific crop and livestock commodity outlook and marketing information given individuals in connection with their farm marketing should be reported under item 12, 14, 15, 20, 21, or 22.
41. Includes local community projects for improving health facilities, services and programs: schools, churches, libraries, roads, community centers, etc., and economic services such as credit facilities, marketing organizations, utilities, transportation and industrial development. This may or may not be done under the Rural Area Development and Area Redevelopment Acts. Also include such regional or area development programs that affect communities such as river basin, watershed, soil conservation district, land use, land reclamation and flood control.
42. Includes such things as developing an understanding of citizenship responsibilities and functions of government -- local, state, or national; study of public documents; national programs or proposals such as those relating to prices, trade, taxation, labor, public welfare, international problems; programs and organizations including work with foreign visitors and trainees; understanding of other peoples; and impact of world affairs on American life.
43. This item refers to training Extension gives its clientele. This is training in techniques of leadership. Training in leadership principles to improve attitude, motivation, and leadership skill, effectiveness of recruitment and recognition. Training in subject matter per se should be reported under the appropriate subject matter items.
44. Include time devoted to general administrative work such as office staff conferences, preparation of plans of work and reports and program planning.
46. All training received by you is reported in this item. Do not charge training you receive to subject matter items. Include days spent attending summer and winter Extension courses, workshops, district and State Extension

conferences, and other training activities organized primarily for the purpose of the professional development of Extension personnel.

48. Includes miscellaneous work that cannot be accounted for under one of the above headings.
49. This is total of items 11 through 48.
- 50, 51, 52 All time should be distributed to these items whenever possible. Only when there is no apparent relationship between work done and these three items will the time not be distributed.

Page 3

53. Include here only adult leaders. Junior leaders will be reported in item 65. A project leader, local leader, or committeeman is a person selected by Extension or the group they represent to lead some phase of the Extension program in organization or subject matter.
- 53d(1) An adult who works directly with 4-H Club members in a 4-H Club and has responsibility for organizing, planning and conducting the local 4-H Club with the members.
- 53d(2) An adult who works directly with 4-H Club members in planning and teaching the project or activity in a 4-H Club over a period of several weeks or months.
- 53d(3) Any other adults considered as leaders not fitting any above descriptions.
54. Include here the Extension organized Home Demonstration Clubs that meet regularly.
55. Include those groups that Extension organized for a specific interest. The distinguishing feature from item 54 is the lack of a permanent organization to carry the group from one subject to another.
58. Report youth other than 4-H Club members worked with during the year. Includes individuals and groups such as scouts, FFA, FHA, etc.

Page 4

64. No distinction is made between a project and an organized activity -- both are included in this item.
65. An older 4-H Club member performing any or all of the functions that an adult leader would otherwise be doing.

Page 5 - Time should be reported to nearest whole day.

- 66-88 Days reported here should already have been accounted for under Program Emphasis. Report here only those days that were devoted to the programs of agencies listed.
70. Include all time spent on Area Redevelopment work.
80. Report all time devoted to Civilian Defense, Rural Defense, and county defense committee work.